

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Updating Your Job Title:

Step 1: On the top right hover over your initials, then click “Account”

Step 2: Under “Work Information”, click the “Edit Work Information” button

Step 3: Click the “Select Job Title” button

Step 4: Search for a Job Title

The screenshot shows the Virginia Learning Center website. At the top, there is a navigation bar with links: Home, Current Training, Transcript, and a search bar labeled 'Catalog' with the text 'Search Catalog'. On the right side of the navigation bar, there is a user profile icon with the initials 'JP' and a dropdown arrow. A dropdown menu is open, showing options: Account (highlighted with a red circle), Messages, Calendar, Requests, Reports, and Logout.

Below the navigation bar, the 'Current Training' section is visible. It includes a 'Find More Training' button and a table with the following columns: Title, Started/Begins, Due/Ends, and Action.

Title	Started/Begins	Due/Ends	Action
VDSS - ISRM: Annual Refresher - overview (eBook)	Started APR	No Due Date	Open Item

To the right of the 'Current Training' section, there is a 'Completion Code' section with the text 'Have you already attended a course?' and a form labeled 'Enter your code to receive credit'.